

MARINE SAFETY MANUAL

ENCLOSURE (2-3)

PORT PHYSICAL SECURITY SURVEY CHECKLIST

PORT PHYSICAL SECURITY SURVEY CHECKLIST. This survey form is a tool to assist field personnel in developing information about individual facilities within their jurisdiction. It is not intended to address every issue or contingency, and may be modified for local use as necessary. When completed, the security survey checklist should be marked "For Official Use Only" and is to be handled in accordance with chapter 17 of the Coast Guard Security Manual (COMDTINST M5500.11).

INTRODUCTION

Unit/Activity being surveyed: _____

Country: _____

1. Is a Security Officer designated in writing? YES___NO___

2. Security Officer: NAME: _____

OFFICE ADDRESS: _____

PHONE: _____

3. Is the Security Officer included in all initial construction review processes? YES___NO___

NOTES: _____

SECURITY PLANNING

1. Does the Port facility have a current Port Security Plan (PSP)? YES___NO___

2. Date of plan? _____

3. Does the PSP include:

a. Preventive measures to reduce opportunities for introduction of bombs? YES___NO___

MARINE SAFETY MANUAL

- b. Procedures for evaluating and handling bomb threats? YES___NO___
- c. Policy for evacuation and safety of personnel? YES___NO___
- d. ~~Procedures to be used to search for bombs?~~ YES___NO___
- e. ~~Procedures in the event a bomb or suspected bomb is found on the Port?~~ YES___NO___
- f. Procedures for obtaining assistance and support of law enforcement and explosive ordnance disposal units? YES___NO___
- g. Procedures to be taken in the event of a bomb explosion or detonation? YES___NO___
4. Does the Port have a Counter Sabotage Program? YES___NO___
5. Does the Security Officer ensure that Physical Security Surveys are conducted at least annually? YES___NO___
6. How often does the Port request a threat assessment?_____

NOTES: _____

SECURITY MEASURES

1. Does the Port have a Loss Prevention Plan? YES___NO___
2. What is the date of the Port facilities most recent risk and threat analysis?_____
3. Have areas been designated in writing by the Port Operator as restricted areas as necessary? YES___NO___
4. Are the basic security measures for restricted areas in effect? YES___NO___

MARINE SAFETY MANUAL

5. Are all restricted area points appropriately posted? YES___NO___
6. Are security measures in effect to protect:
- a. Electrical power supplies and transmission facilities? YES___NO___
- b. Communication centers/equipment? YES___NO___
- c. Arms, Ammunition and Dangerous Cargo's? YES___NO___
7. Are Physical Security Surveys of the Port conducted at least annually under the auspices of the Security Officer? YES___NO___
8. What is the date of the most recent physical security inspection, audit, or review by an immediate supervisor in the Port? _____
9. Does the Port have an effective after hours or weekend restricted area security check by the security force? YES___NO___
- a. Are results of security checks promptly reported to the Port Security Officer? YES___NO___
10. Does the Port have a POV parking plan including:
- a. Restriction of POV parking in exclusive and limited areas? YES___NO___
- b. Fenced/enclave parking in controlled areas? YES___NO___
11. Does the Port have a Traffic Control Program? YES___NO___

NOTES: _____

MARINE SAFETY MANUAL

THE SECURITY FORCE

1. Is the present security force strength and composition commensurate with the degree of security protection required? YES___NO___
2. Are all security posts, fixed and mobile, provided with security force orders? YES___NO___
3. Are security force orders reviewed by the Security Officer for currency at least monthly? YES___NO___
4. Are security force personnel inspected by a supervisor prior to being posted? YES___NO___
5. Do supervisors inspect each post/patrol/activity at least twice per shift? YES___NO___
6. Does Port or local community maintain an organized and equipped Crisis Response Force? YES___NO___
7. Does the Crisis Response Force receive adequate training? YES___NO___
8. How many personnel are available within the Port?_____
9. Outside the Port, how many additional security forces could be brought in:
 - a. One hour notice. _____
 - b. Four hour notice. _____
 - c. Any pertinent comments. _____
10. Has liaison been established with Local, State, and Federal Law Enforcement Agencies whereby early warning of threat situation will be provided? YES___NO___
11. Do security force personnel record or report their presence at key points in the Port by means of:
 - a. Portable watch clocks, YES___NO___
 - b. General watch clock stations, YES___NO___
 - c. Telephones, YES___NO___
 - d. Two-way radio communications equipment, or YES___NO___

MARINE SAFETY MANUAL

e. Other _____

12. Are guard assignments, times and patrol routes varied at frequent intervals to avoid establishing routines?

NOTES: _____

PERSONNEL AND VEHICLE MOVEMENT CONTROL

1. Is a pass or badge identification system used to identify all personnel within the confines of restricted areas in effect? YES___NO___
2. Does the identification medium in use provide the desired degree of security? YES___NO___
3. Are personnel who require infrequent access to a restricted area or have not been issued a permanent pass or badge for such, treated as "visitors", and issued a visitors badge or pass? YES___NO___
4. Do guards at control points compare badges to bearers, both upon entry and exit? YES___NO___
 - a. If no, upon entry only? YES___NO___
 - b. Upon exit only? YES___NO___
5. Is supervision of the personnel identification and control system adequate at all levels? YES___NO___
6. Are badges and serial numbers recorded and controlled by rigid accountability procedures? YES___NO___
7. Are lost badges replaced with badges bearing different serial numbers? YES___NO___
8. Have procedures been established that provide for issuance of temporary badges for individuals who have forgotten their permanent badges? YES___NO___

MARINE SAFETY MANUAL

9. Are badges of such design and appearance as to enable guards, and other personnel to recognize quickly and positively the authorizations and limitations applicable to the bearer? YES___NO___
10. Are procedures in existence to ensure the return of identification badges upon termination of employment or assignment? YES___NO___
11. Have effective visitor escort procedures been established when necessary? YES___NO___
12. Are visitors properly escorted within restricted areas when necessary? YES___NO___
13. Are permanent records of visits maintained? YES___NO___
By whom? _____
14. Are Privately Owned Vehicles (POV) and contractor vehicles which are allowed routine access to the installation registered with the security office? YES___NO___
15. Are random administrative inspections made of automobiles? YES___NO___
16. Are administrative inspection procedures issued by the Port Authority and are they concise and specific? YES___NO___

NOTES: _____

BARRIERS AND OPENINGS

1. Does the fenced portion of the Port area barrier meet the minimum specifications for security fencing? YES___NO___
 - a. Is it of chain link (cyclone) composition? YES___NO___
 - b. Is it constructed of 9-gauge or heavier wire? YES___NO___

MARINE SAFETY MANUAL

- c. Is the mesh opening no larger than two inches?
YES___NO___
- d. Is selvage twisted and barbed at top and bottom?
YES___NO___
-
- e. Is the bottom of the fence within two inches of solid ground?
YES___NO___
-
- (1) In areas where the fence exceeds two inches from solid ground, have compensatory measures been taken?
YES___NO___
- f. Is the top guard strung with barbed wire (or barbed tape/razor edge) and angled outward away from protected site and upward at a 45 degree angle?
YES___NO___
- g. Is the fence at least eight feet in height (including outrigger) in all required areas?
YES___NO___
2. Does the Port facility provide for security force inspection of the security barrier, including clear zones, at least once per month?
YES___NO___
- a. Are deficiencies noted and are remedial actions promptly effected?
YES___NO___
3. If masonry wall is used, does it meet minimum specifications for security fencing?
YES___NO___
4. If building walls, floors and roofs form a part of the barrier, do they provide security equivalent to that provided by the security barrier?
YES___NO___
5. Are all openings properly secured?
YES___NO___
6. If a building forms a part of the barrier, does it present a potential penetration hazard at the point of juncture with the perimeter security fence?
YES___NO___
7. If a body of water forms any part of the barrier, are additional security measures provided?
YES___NO___

MARINE SAFETY MANUAL

8. Are openings such as culverts, tunnels, manholes for sewers and utility access, and sidewalk elevators which permit access to the port and restricted area properly secured?
YES___NO___
9. Are all portals in perimeter barriers guarded or secured?
YES___NO___
10. ~~Do the gates and/or other entrances in perimeter barriers~~
exceed the number required for safe and efficient operations?
YES___NO___
11. Are all perimeter barrier portals equipped with secure locking devices?
YES___NO___
 - a. Are they locked when not in use?
YES___NO___
12. Do all gates provide protection equivalent to that provided by the barrier of which they are part?
YES___NO___
13. Are prescribed clear zones maintained on both sides of the restricted area barriers?
YES___NO___
14. If clear zone requirements cannot be met, have compensatory security measures been implemented?
YES___NO___
15. Are any perimeters protected by Intrusion Detection Systems (IDS)?
YES___NO___

NOTES: _____

PROTECTIVE LIGHTING

1. Is the perimeter of the installation and restricted area fencing provided adequate lighting?
YES___NO___
2. Does the protective lighting meet adequate intensity requirements?
YES___NO___

MARINE SAFETY MANUAL

3. Are the zones of illumination from lamps directed downward and away from guard personnel? YES___NO___
4. Is perimeter protective lighting utilized so that security force patrol personnel remain in comparative darkness? YES___NO___
5. Are lights checked for proper operation prior to darkness at least weekly? YES___NO___
6. Are repairs to lights and replacement of inoperative lamps effected immediately or in a reasonable time? YES___NO___
7. Is additional lighting provided at active portals and points of possible intrusion? YES___NO___
8. Are gate guard houses provided with proper illumination? YES___NO___
9. Does the Port facility have a dependable source of power for its protective lighting system? YES___NO___
10. Does the Port facility have a dependable auxiliary (emergency) source of power for protective lighting? YES___NO___
11. Is the power supply for the Protective Lighting System protected? YES___NO___
12. Are there provisions for standby or emergency protective lighting? YES___NO___
13. Is the standby or the emergency equipment tested at least monthly? YES___NO___
14. Can the emergency backup power supply be rapidly switched into operation when needed? YES___NO___
15. Is the emergency backup power supply self-started? YES___NO___
16. Is the protective lighting/emergency or stand by power source located within a restricted area? YES___NO___
17. Is parallel circuitry used in the wiring? YES___NO___

MARINE SAFETY MANUAL

18. Are multiple circuits used? YES___NO___
- a. If yes, are proper switching arrangements provided? YES___NO___
19. Are switches and controls properly located controlled and protected? YES___NO___
- a. Are they weatherproof and tamper resistant? YES___NO___
- b. Are they readily accessible to security personnel? YES___NO___
- c. Are they located so that they are inaccessible from outside the perimeter barrier? YES___NO___
- d. Is there a centrally located switch to control protective lighting? YES___NO___
20. Is the Protective Lighting System designed and locations recorded so that repairs can be made rapidly in an emergency? YES___NO___
21. Are materials and equipment in shipping and storage areas properly arranged to provide adequate lighting? YES___NO___
22. If bodies of water form a part of the perimeter, is adequate lighting provided where deemed appropriate? YES___NO___

NOTES: _____

INTRUSION DETECTION SYSTEMS

1. Does the Port facility employ any Intrusion Detection Systems (IDS)? YES___NO___

MARINE SAFETY MANUAL

2. Does the IDS, where utilized, meet the following requirements? YES___NO___
- a. Are IDS signals monitored at one central point and is the security force response initiated from that point? YES___NO___
- b. Are all sensor equipment, doors, drawers and removable panels secured with key locks or screws and equipped with tamper switches? YES___NO___
- c. Have power supplies been protected against overload by fuses or circuit breakers? YES___NO___
- d. Are annunciator, control and display subsystems located in a separate area or closed off from public view? YES___NO___
- e. Are zone numbers assigned to IDS sensor locations instead of building/room numbers? YES___NO___
3. Is the system backed up by adequate security alert teams? YES___NO___
4. Is the alarm system for active areas or structures placed in access mode during normal working hours? YES___NO___
5. Is the system tested prior to activation? YES___NO___
6. Is the system inspected at least monthly? YES___NO___
7. Is the exterior IDS system weather proof? YES___NO___
8. Is there an alternate or independent power source available for use on the system in the event of power failure? YES___NO___
9. Is the emergency power source designed to cut in and operate automatically when AC power goes down? YES___NO___
10. Is the IDS system properly maintained by trained and properly cleared personnel? YES___NO___

MARINE SAFETY MANUAL

11. Are frequent tests conducted to determine the adequacy and promptness of response to alarm systems? YES___NO___

NOTES: _____

EMPLOYEE SECURITY EDUCATION PROGRAM

1. Does the activity have a current employee security education program addressing port security matters? YES___NO___
2. Are all assigned personnel provided port security indoctrination? YES___NO___
3. Is formal security education training conducted for all personnel at least annually? YES___NO___
4. Are all personnel indoctrinated in security procedures which apply in the performance of their duties? YES___NO___
5. Does the program cover such topics as:
 - a. Pass and badge systems? YES___NO___
 - b. Privately owned vehicle identification and control? YES___NO___
 - c. Random package and vehicle inspections? YES___NO___
 - d. Procedures for prompt reporting of security breaches? YES___NO___
 - e. Layout of the waterfront facility to which the security force is assigned? YES___NO___
 - f. Means/avenues by which the waterfront facility may be accessed from waterside and landside? YES___NO___

MARINE SAFETY MANUAL

g. Types of cargo operations, on the facility and on a vessel moored to the facility, that are to be expected?
YES___NO___

h. General security topics? YES___NO___

6. Are local law enforcement agencies asked to actively participate in pertinent portions of the program?
YES___NO___

NOTES: _____

SECURITY FORCE TRAINING

1. Does the Port facility provide prescribed security force training? YES___NO___

2. Does the Port facility provide adequate lesson plans to cover all facets of security and law enforcement? YES___NO___

3. Is "outside" law enforcement/security training provided? YES___NO___

If yes, name of school(s) _____

4. Are individual training records adequately maintained for security force personnel? YES___NO___

5. Do all security force personnel, who are required to bear firearms, receive training? YES___NO___

6. Do all security force personnel receive adequate indoctrination in the use of force? YES___NO___

MARINE SAFETY MANUAL

NOTES: _____

SECURITY FORCE COMMUNICATIONS

1. Does the activity security force have its own communications system with direct communications between Security Headquarters and security elements? YES___NO___
2. Is there an auxiliary power supply for the communications systems? YES___NO___
3. Is there sufficient equipment to maintain continuous communications with each element of the security force? YES___NO___
4. Is there adequate alternate means of communication available to the security force? YES___NO___
5. What is the primary means of communication for the security force? _____
The alternate means? _____
6. Radio communications:
 - a. Are proper radio procedures practiced? YES___NO___
 - b. Is all communications equipment properly maintained? YES___NO___
 - c. Are there at least two dedicated radio frequencies for security force use? YES___NO___

MARINE SAFETY MANUAL

- d. Are portable radios equipped with multiple-frequency capability? YES___NO___
- e. Are portable radios equipped with an automatic-tilt or switch activated duress frequency? YES___NO___
-
7. Does the security force use a duress code for emergency situations? YES___NO___
-
- a. Is the duress code changed at least monthly? YES___NO___
8. Is the communications center afforded adequate physical security against armed intrusion? YES___NO___
9. Are communication systems capable of being used to transmit instructions to all key posts simultaneously in a rapid and timely manner? YES___NO___

SECURITY EQUIPMENT

1. Does the security force have sufficient, adequately equipped vehicles to maintain patrols, respond to alarms and emergencies and maintain supervision? YES___NO___
- a. Are security force vehicles equipped with:
- (1) Signs conspicuously identifying the vehicle as a security police vehicle? YES___NO___
- (2) Emergency exterior overhead lights? YES___NO___
- (3) Electronic siren? YES___NO___
- b. Do security force vehicles have relatively low mileage? YES___NO___
2. How often do the Security Officers and supervisory personnel review the firearms and ammunition requirements to ensure their adequacy? YES___NO___
3. Do observation Towers provide security personnel with adequate observations of security areas? YES___NO___
4. What type of ammunition is used by armed security force personnel? YES___NO___

MARINE SAFETY MANUAL

5. Is ammunition properly secured and issued only for authorized purposes? YES___NO___
6. Are weapons adequately stored and secured when not in use? YES___NO___
7. Are duties other than those related to security performed by security personnel? YES___NO___
8. Does the Port facility provide devices and specialized equipment for use by the security force? YES___NO___
9. Does the Port provide security force personnel with individual equipment? YES___NO___

NOTES: _____
